



teleWORK

FACT SHEET

WHAT IS TELEWORKING?

TeleWORKing, sometimes called telecommuting or flexiplace, is an innovative business solution which enables employees to do productive work away from the traditional office. Modern technological advances have made it easier to work anytime, anywhere, and any place.

TeleWORKing is a practical solution to environmental and other quality of life issues as well as worklife challenges. Federal agencies must lead by example and create progressive teleWORKplaces that positively respond to these issues. The Office of Personnel Management and General Services Administration are the lead agencies for the Federal teleWORKing initiative.

WHAT ARE SOME EXISTING TELEWORK LAWS?

Public Law 106-346, Section 359, 10/23/2000, as interpreted by OPM memorandum to agencies (2/9/2001), instructs Federal agencies (1) to review telework barriers, act to remove them and increase actual participation, (2) to establish eligibility criteria, and (3) that subject to any applicable agency policies or bargaining obligations, employees who meet the criteria and want to participate must be allowed that opportunity if they are satisfactory performers. The law provides that its requirements must be applied, within four years, to 100% of the eligible Federal workforce. Other existing or proposed telework laws cover funding for Federal telework centers, Federal agency procurement of telecommunications equipment for use in employee homes.

WHO TELEWORKS?

Employees in nearly every occupation have been successful teleWORKers. Each agency should have written policies or procedures concerning the teleWORK program. Facility and property, technology, human resources, and labor union officials should be involved in the development of a teleWORK program. Training programs should be established for employees and supervisors impacted by the teleWORK program. Interested employees should contact their agency teleWORK coordinator to get information about their program.



RESOURCES

TeleWORK Policy:

U.S. Office of Personnel Management and U.S. General Services Administration:

Federal personnel teleWORK guidelines, briefing materials, and general teleWORK information.

<http://www.telework.gov>

International TeleWORK Association & Council:

Information about teleworking issues, practices, programs, and events.

<http://www.workingfromanywhere.org>

CONTACTS

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